

## CHECKLIST FOR MAJOR SUBDIVISION SUBMITTAL REQUIREMENTS

*Submit all application information to:*  
City of Asheville  
Planning & Development Department  
5<sup>th</sup> Floor, City Hall Building  
70 Court Plaza  
Asheville, NC 28801  
828-259-5830

**All submittals are due by 12:00 Noon on:**  
**The 2<sup>nd</sup> Wednesday of the month for TRC1**  
**The 4<sup>th</sup> Wednesday of the month for TRC2**

- ☐ Completed TRC Site Permit Application
- ☐ Signed Owner's Affidavit
- ☐ Signed Pre-Application Form
- ☐ All Completed Checklists
- ☐ Required # of Folded Plans
- ☐ MSD Allocation Letter (*not application*)
- ☐ Water Allocation Letter (*not application*)
- ☐ Filing Fees (list breakdown below)

\$ \_\_\_\_\_ Planning & Development

\$ \_\_\_\_\_ Grading Permit

\$ \_\_\_\_\_ Stormwater Permit

\$ \_\_\_\_\_ Driveway Permit

***NOTE: Failure to provide the above information will prevent the application from being accepted and will result in a postponement of review by the TRC.***

## 2007 TRC DEADLINE AND MEETING DATES

DEADLINE DATE	MEETING DATE
January 10 <sup>th</sup>	February 5 <sup>th</sup>
January 24 <sup>th</sup>	February 19 <sup>th</sup>
February 14 <sup>th</sup>	March 5 <sup>th</sup>
February 28 <sup>th</sup>	March 19 <sup>th</sup>
March 14 <sup>th</sup>	April 2 <sup>nd</sup>
March 28 <sup>th</sup>	April 16 <sup>th</sup>
April 11 <sup>th</sup>	May 7 <sup>th</sup>
April 25 <sup>th</sup>	May 21 <sup>st</sup>
May 9 <sup>th</sup>	June 4 <sup>th</sup>
May 23 <sup>rd</sup>	June 18 <sup>th</sup>
June 13 <sup>th</sup>	July 2 <sup>nd</sup>
June 27 <sup>th</sup>	July 16 <sup>th</sup>
July 11 <sup>th</sup>	August 6 <sup>th</sup>
July 25 <sup>th</sup>	August 20 <sup>th</sup>
*NO AUGUST TRC1 DEADLINE	*NO SEPTEMBER TRC1 MTG.
August 22 <sup>nd</sup>	September 17 <sup>th</sup>
September 12 <sup>th</sup>	October 1 <sup>st</sup>
September 26 <sup>th</sup>	October 22 <sup>nd</sup>
October 10 <sup>th</sup>	November 5 <sup>th</sup>
October 24 <sup>th</sup>	November 19 <sup>th</sup>
November 14 <sup>th</sup>	December 3 <sup>rd</sup>
November 28 <sup>th</sup>	December 17 <sup>th</sup>
December 12 <sup>th</sup>	January 7 <sup>th</sup>
*December 27 <sup>th</sup> (Thursday)	January 21 <sup>st</sup>

\*Due to Holidays

Deadlines are the 2<sup>nd</sup> and last  
Wednesday of the Month by 12:00 pm

Meetings start at 1:30pm in the City of Asheville's  
First Floor North Conference Room at 70 Court Plaza

**Planning and Development  
Fees and Charges - March, 2006**

Zoning Permit Fees*		Permitting Fees	
<b>Level II Site Plan Review:</b>		<b>Driveway Permit Fees:</b>	
Commercial 35,000'-100,000 sq. ft.	\$550	Commercial Driveway Entrance (per cut)	\$200
Industrial >100,000 and < 15 acres	\$550	Residential Driveway Entrance	\$100
Residential 20 - 50 units- including the following:	\$450		
Non-residential uses>10,000 sq.ft. located in residential district, & Additions of >10,000 sq. ft. to non-residential use located in residential districts			
<b>Level III Site Plan Review:*</b>		<b>Grading Permit Fees:</b>	
Commercial > 100,000 sq. ft.	\$1,250	Commercial Less than 10,000 sq. ft.	\$270
Industrial > than 15 acres	\$1,250	10,000 sq. ft. to 1 acre	\$540
Residential of more than 50 units	\$550	Plus additional acre <i>or any portion of</i>	\$540
* and Resubmittal Fee for Final Permit Review	\$100		
<b>Conditional Uses Fee: *</b>		<b>Stormwater Permit Fees:</b>	
Cell Towers	\$4,050	Level II Project	\$560
Adult Uses	\$650	Level III Project	\$760
All others	\$350		
* and Resubmittal Fee for Final Permit Review	\$100		
* *if construction work has been initiated prior to the issuance of one or more of the above permits or reviews, the applicable fee(s) shall be double the amount.		<b>Sidewalk (fee in lieu) - Per Linear Foot:</b>	
<b>Rezoning:</b>		5' wide sidewalk (4" thick concrete)	\$20
1 lot < 1 acre	\$350	5' wide sidewalk (brick)	\$65
2-4 lots or 1-3 acres	\$450	Retaining Wall	\$28
4-9 acres	\$550	Railing	\$11.50
10-25 acres	\$750	Curb and Gutter	\$17.30
25+ acres	\$950		
<b>Conditional Zoning:</b>			
1 lot < 1 acre	\$350		
2-4 lots or 1-3 acres	\$450		
4-9 acres	\$750		
10-25 acres	\$1,550		
25+ acres	\$2,050		
<b>Subdivision:</b>			
Major (Preliminary Plat)	\$150 + \$25/lot		
Subdivision Modification	\$150		

# CITY OF ASHEVILLE TRC SITE PERMIT APPLICATION

Application Date: \_\_\_\_\_ BP # \_\_\_\_\_  
P&Z # \_\_\_\_\_

☐ **LEVEL II**      ☐ **MAJOR SUBDIVISION**      ☐ **FINAL REVIEW** (applicable to CZ, CUP, Level III)

Project Name \_\_\_\_\_ Project Address \_\_\_\_\_

PIN(s) \_\_\_\_\_ Deed Book & Page # \_\_\_\_\_

Owner Name \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Name of Contact/Agent \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Existing Zoning \_\_\_\_\_ Property Size in Acres \_\_\_\_\_ If a Subdivision, # of lots \_\_\_\_\_

Project Description \_\_\_\_\_

Construction Type (circle) I-A, I-B, II-A, II-B, III-A, III-B, IV-HT, V-A, V-B

☐ **GRADING PERMIT** (one additional copy of plans required)

Amount of Land to be Disturbed SQ. FT. \_\_\_\_\_ Acres \_\_\_\_\_

Person Engaged in or Name \_\_\_\_\_  
Conducting the Land \_\_\_\_\_  
Disturbing Activity \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

☐ **STORM WATER PERMIT** (one additional copy of plans required)

\*\* Required if impervious surface is 50 % or more of the total development and/or the total development is over 5 acres, and/or 5,000 square feet of impervious surface is being added to an existing development.

The amount of impervious area (buildings, paved areas, etc.) after development will be: SQ. FT. \_\_\_\_\_ Acres \_\_\_\_\_

The amount of pervious area (landscape, etc.) after development will be: SQ. FT. \_\_\_\_\_ Acres \_\_\_\_\_

Will the Storm Water Facilities be privately maintained? ☐ YES ☐ NO

Section 7-12-2 N – UNIFIED DEVELOPMENT ORDINANCE – STATEMENT OF FINANCIAL RESPONSIBILITY Erosion/Storm Water control plans may be disapproved unless accompanied by an authorized statement of financial responsibility and ownership. This statement shall be signed by the person financially responsible or his/her attorney. The statement shall include the mailing and street address of the principal place of business of the person financially responsible and of the owner of the land or their registered agents. If the person financially responsible is not a resident of North Carolina, a North Carolina agent must be designated in the statement for purpose of receiving notice of compliance or non-compliance with the North Carolina Sedimentation Pollution Control Act, the plan, this section, or rules adopted pursuant to this section and The City of Asheville's Storm Water Ordinance.

THE UNDERSIGNED STATES THAT HE/SHE IS THE PERSON FINANCIALLY RESPONSIBLE FOR THE LAND DISTURBING ACTIVITY DESCRIBED IN THE ABOVE APPLICATION FOR GRADING PERMITS:

NAME \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_ PRINT \_\_\_\_\_

BY (IF ATTORNEY IN FACT) \_\_\_\_\_

☐ **DRIVEWAY PERMIT** Total number of cuts \_\_\_\_\_ Width of driveway (1): \_\_\_\_\_ Corner radii: \_\_\_\_\_

☐ **NCDOT PERMIT** Width of driveway (2): \_\_\_\_\_ Corner radii: \_\_\_\_\_

(if applicable, submit 4 additional site plans)

Type of Drive Apron to be Constructed in Right-of-Way (circle) CONCRETE STREET-TYPE

Driveways shall be between 20' and 24' wide, and corner radii shall be 3 ½', unless otherwise approved. Standard Detail 3.15, including a concrete apron, shall be used for all driveways unless street-type driveway has been approved. Concrete or asphalt is required to 10' beyond right-of-way; driveway may transition to other materials past this point. For multiple driveways, attach additional copies of this page.

## **OWNER'S AFFIDAVIT**

I (we) the undersigned do hereby give permission to:

(Agent's name or Organization) \_\_\_\_\_ to file a  
petition / application for property located at \_\_\_\_\_, and having the  
PIN \_\_\_\_\_.

---

I (we) understand that this affidavit is for the purpose of requesting a:

- |   |  |
|---|--|
| <input type="checkbox"/> REZONING               | <input type="checkbox"/> LEVEL THREE PLAN REVIEW |
| <input type="checkbox"/> CONDITIONAL ZONING     | <input type="checkbox"/> OTHER _____             |
| <input type="checkbox"/> CONDITIONAL USE PERMIT |  |

from the Asheville City Council of City of Asheville, North Carolina.

**OR**

I (we) understand that this affidavit is for the purpose of requesting a:

- |   |
|---|
| <input type="checkbox"/> LEVEL TWO PLAN REVIEW    |
| <input type="checkbox"/> MAJOR SUBDIVISION REVIEW |
| <input type="checkbox"/> OTHER: _____             |

from the City of Asheville's Technical Review Committee (TRC).

---

I further understand that my signature is a consent to all conditions and/or stipulations that may be imposed or adopted by the approving body noted above, as part of the petition / application approval.

### **OWNER:**

If you would like to be notified of meetings, in addition to your agent's notification, check the box next to "Please Notify" below and provide email or mailing address.

1) Owner's Name (PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Please Notify - Address: \_\_\_\_\_

2) Owner's Name (PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Please Notify - Address: \_\_\_\_\_

### **AGENT'S INFORMATION:**

How do you prefer to be contacted: \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ US Mail \_\_\_\_\_

Name (PRINT): \_\_\_\_\_ EMAIL: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**TRC Site Plan Submittal  
Pre-Application Form  
Major Subdivision or Major Subdivision Modification**

Pre-Application Conference: \_\_\_\_\_  
Date Staff Person

Project Description: \_\_\_\_\_

Project Address: \_\_\_\_\_ PIN: \_\_\_\_\_

**Required Number of Plans**

5 Complete Folded **Full-Sized Bound Sets** 2 Complete **8 1/2 X 11** Sized Sets  
(24" x 36" Typical Sheets)  
9 Complete **11 x 17** Sized Sets 1 Additional set of Grading/Erosion/Stormwater only  
(if applicable)

**Titleblocks are required on ALL sheets except the Cover Sheet and shall include:**

- Name (logo) of Professional Office(s)/Individual(s)
- Address & Phone Number of Office(s)/Individual(s)
- Name of Project
- Sheet Number & Sheet Title
- Address of Property
- Design Seal, if applicable
- Date & Revision Block

\*\*\*\*\*All plans are to be the same scale (1 inch = 10 feet – 1 inch =50 feet) and same orientation. \*\*\*\*\*

- ☐ Cover Sheet
- ☐ **Recorded** Boundary Survey (Convey Existing Site Conditions)
- ☐ Preliminary Plat/Site Plan
- ☐ Grading/Erosion Control Plan
- ☐ Stormwater Plan
- ☐ Water Plan
- ☐ Hillside Calculations (if applicable)
- ☐ Utility Plan (show location of all other utilities, specific details not necessary)
- ☐ List any exceptions or deviations from any City standards (i.e. setbacks, height, street standards, etc.)
- ☐ Completed TRC Site Permit application (check all that apply)
  - ☐ Stormwater ☐ Grading/Erosion Control ☐ Driveway Permit ☐ Sidewalk

Other Comments: \_\_\_\_\_

**Pre-application forms must be signed.**

**By signing this form, the applicant is acknowledging that they understand the requirements of this submittal and that additional materials may be required as the project moves through the approval process.**

Applicant's Signature: \_\_\_\_\_  
Name Date

Print Name: \_\_\_\_\_ Relationship to Project: \_\_\_\_\_

## COVER SHEET SUBMITTAL REQUIREMENTS

**The Cover Sheet must contain the following information:**

- \_\_\_\_\_

## **MAJOR SUBDIVISION PRELIMINARY PLAT & SITE PLAN SUBMITTAL REQUIREMENTS**

**\*\*\*NOTE: A RECORDED BOUNDARY SURVEY IS REQUIRED FOR ALL MAJOR SUBDIVISION APPLICATIONS\*\*\***

- Titleblock (See Pre-Application Form for Standard Format) ☐

### **Subdivision Plats must include a "Development Data Block" including the following general information:**

- Name and address of property owner(s) ☐
- Name, address, and phone number of contact person ☐
- Location of project/address ☐
- PIN number(s) ☐
- Zoning district(s) ☐
- Size of property in acres (or square feet if less than one acre) ☐
- Deed reference for property ☐
- Signed owner's certification ☐

### **The Preliminary Plat/Site Plan must include the following specific information:**

- Graphic Scale: Between 1 inch = 10 ft. and 1 inch = 50 ft ☐
- Note: if multiple pages are required, provide match lines and a single- paged overall reference Plan – this plan may be scaled up to 1 inch = 100 feet.*
- North arrow ☐
- Provide design professional seal (plans must be prepared by a licensed professional) ☐
- Identify and Label two or more control points ☐
- Show lot lines with data on location and bearings of all boundaries and lines (Must be in compliance with N.C.G.S. 47-30) ☐
- Show numbered lots with acreage (square footage for lots of less than one acre) ☐
- Show required setbacks: Note and dimension any encroachments ☐
- Note and dimension any requested or approved flexible development standards ☐
- Show required lot width on each lot ☐
- Provide topographic lines at 5' intervals and the average slope of the natural terrain if any portion of the lot is at or above an elevation of 2220 ☐
- If the project lies within the City's Hillside area as defined in Article 7-12-4 of the UDO, the applicant must submit additional information as listed under Section 7-12-4(e)(1)a-d. ☐
- Show zoning boundary, split zones and overlay zones, if applicable ☐
- Delineate required open space areas and provide open space calculation. Provide topographic lines and the average natural slope of the open space area ☐
- Show adjoining property owners and property lines ☐
- Show neighboring uses and the zoning ☐
- Provide flood classification and flood zone delineation ☐
- Show all water bodies, drainage courses, and culverts ☐
- Show all existing structures, if applicable ☐
- Show all existing railroads, bridges and associated rights-of-way ☐
- Show neighboring roads and width along with the associated right-of-way ☐
- Show and dimension "maintained" right(s)-of-way for state maintained roads ☐



- Show and dimension all other rights-of-way: Note and dimension encroachments ☐
- Show existing driveways and/or private roads ☐
- Show existing and proposed easements: Note and dimension any encroachments ☐
- Show all existing traffic control devices, both onsite and off-site (if applicable) ☐
- Show and indicate locations of nearest fire hydrants (proposed or existing –if existing hydrant is off-site, provide distance from property corner) ☐
- Show existing and proposed bike paths, greenways, and other amenities, if applicable ☐
- Show proposed roads: include road name, dimension associated right(s)-of-way and note if the road(s) is proposed public or proposed private. ☐
- Show centerline road profiles ☐
- Show minimum horizontal and vertical curves ☐
- Show maximum street grades ☐
- Show curb, gutter and street cross-sections ☐
- Provide street block lengths and widths ☐
- Show existing sidewalks and show proposed sidewalks ☐
- Show all required crosswalks ☐
- Graphically indicate proposed water lines, sewer lines (and manholes), and other utilities along with all associated easements ☐
- Show required street trees; provide street tree calculations and proposed tree species ☐
- Show required street lights; provide street light calculations ☐
- Note all features to be dedicated to the City of Asheville (i.e. streets, easement, etc) ☐

## GRADING / EROSION CONTROL PLAN

- Titleblock (See Pre-Application Form for Standard Format) ☐

**Grading / Erosion Control plans must include a "Development Data Block" containing the following information:**

- Name of property owner(s) ☐
- Name, address, and phone number of contact person ☐
- PIN number(s) ☐
- Size of property in acres ☐
- Amount of disturbed area in acres ☐
- Cut and fill volumes and indicate if waste or borrow areas are proposed ☐
- Zoning district ☐

**The Grading / Erosion Control Plan must include the following:**

- North arrow ☐
- Vicinity map ☐
- Graphic Scale: between 1 inch = 10 ft. and 1 inch = 100ft. ☐
- Show all existing property boundaries with dimensions (show entire property) ☐
- Provide PIN number(s) of adjacent properties ☐
- Show existing and proposed topographical contours (5 ft. increments or less), elevation labels must be provided for contours at 25 ft. intervals (**Contour information must be developed from an actual Field Topographic Survey. A copy of the Sealed Topographic Survey will be required.**) ☐
- Depict and label all existing and proposed retaining walls, (if applicable) and indicate maximum height of walls and reference appropriate detail(s) ☐
- Depict and label all proposed sediment fencing (if applicable) and reference appropriate detail(s) ☐
- Depict and label proposed temporary & permanent diversion ditches, if applicable ☐
  - All ditch sections must be labeled with a ditch ID
  - Indicate the percentage slope of all ditch sections
  - Provide ditch cross-sections, indicating ditch depth, top and bottom widths and side slopes
  - Indicate type and installation requirements for in ditch erosion protection, such as riprap, Geo-Blankets, etc.
- Depict and label proposed temporary sediment basins, if applicable ☐
  - Dimension basins
  - Indicate basin volume
  - Depict grading for basin by showing basin contours
  - Reference appropriate standard detail
  - Provide a maintenance schedule on the plans
- Indicate all inlet protection measures (if applicable) and reference appropriate detail(s) ☐
- Depict, label and dimension all proposed construction entrances and reference appropriate detail(s) ☐
- For all slopes 4:1 or greater indicate the method of stabilization, such as Hydro-Seeding, Geo-Blankets, etc. ☐
- Provide a construction sequence for the erosion control measures, if applicable ☐
- Depict and indicate all water courses and water bodies ☐
- If existing trees are to be removed, indicate and show location ☐
- Show and label all existing and proposed structures and improved areas, if applicable ☐
- Indicate finished floor elevations for all buildings ☐

- Show and label all flood zones, if applicable
- Depict and indicate all existing and proposed utilities
- Show existing and proposed easements; label and dimension
- Depict all adjacent streets and indicate name and width
- Show and dimension all right-of-ways
- Provide all pertinent grading and erosion control notes and details

☐  
☐  
☐  
☐  
☐  
☐

**Additional Items That May Be Required:**

- If temporary and/or permanent diversion ditches are proposed, capacity and velocity calculations must be submitted. Calculations must bear design professional seal and signature
- If sediment basins are proposed, volume, area, inflow and out flow calculations must be submitted. Calculations must bear design professional seal and signature

☐  
☐

## STORMWATER PLAN

- Titleblock (See Pre-Application Form for Standard Format) ☐

### Stormwater plans must include a "Development Data Block" containing the following information:

- Name of property owner(s) ☐
- Name, address, and phone number of contact person ☐
- PIN number(s) ☐
- Size of property in acres ☐
- Amount of impervious area in acres ☐
- Percent of area that is impervious ☐

### The Stormwater Plan must include the following:

- North arrow ☐
- Include a 4x4 vicinity map ☐
- Graphic scale: Between 1 inch = 10 ft. and 1 inch = 50 ft. ☐
- Show all existing property boundaries with dimensions (show entire property) ☐
- Provide PIN number(s) of adjacent properties ☐
- Show existing and proposed topographical contours (5 ft. increments or less), elevation labels must be provide for contours at 25 ft intervals (**Contour information must be developed from an actual field topographic survey. A copy of the sealed topographic survey will be required.**) ☐
- Depict and label all existing and proposed retaining walls, if applicable ☐
- Depict and indicate all existing and proposed stormwater drainage structures, if applicable ☐

- The type of structure must be indicated
- All structures must be labeled with a structure ID
- Invert elevations must be indicated for all pipes in the structure
- The elevation of the top of the structure must be indicated
- The appropriate standard detail must be referenced

Depict and indicate all existing and proposed stormwater drainage pipes, if applicable ☐

- The material type of pipe must be indicated.
- All pipes must be labeled with a pipe ID
- The length, size and slope of all pipes must be indicated
- The appropriate standard installation detail must be referenced

- Depict and label all existing and proposed stormwater conveyance ditches, if applicable ☐

- All ditch sections must be labeled with a ditch ID
- Indicate the % slope of all ditch sections
- Provide ditch cross-sections, indicating ditch depth, top and bottom widths and side slopes
- Indicate type and installation requirements for in ditch erosion protection, such as Riprap, Geo-Blankets, etc.

- Depict and indicate all existing and proposed detention/retention basins, underground storage systems and all other BMPs, if applicable ☐

- All basins must be labeled with a basin ID
- Dimension basins
- Indicate basin volume
- For above ground basins, depict grading for basin by showing basin contours
- Provide specific basin cross-sections, which indicates all pertinent design information.

Depict and indicate all existing and proposed stormwater control structures, if applicable ☐

- All structures must be labeled with a structure ID
- Provide a specific control structure detail with dimensions, which indicates all pertinent

design information

- Provide profiles for stormwater drainage system, if applicable ☐  
Profiles must include the following;
  - Stormwater structures and pipes with all information as indicated above
  - All crossings with other existing and proposed underground utilities, with separation distances indicated
  - Proposed and finished grades
- Depict and label all stormwater dispersion devices ☐
- Depict and indicate all water courses and water bodies ☐
- Show and label all existing and proposed structures and improved areas ☐
- Show and label all flood zones, if applicable ☐
- Depict and indicate all existing and proposed utilities ☐
- Show existing and proposed easements; label and dimension ☐
- Depict all adjacent streets and indicate name and width ☐
- Show and dimension all right(s)-of-way ☐
- Provide all pertinent stormwater notes and details ☐

**Additional Items That Are Required:**

- For pipes and ditches; capacity and velocity calculations must be submitted ☐  
calculations must bear design professional seal and signature
- For basins and control structures the following is required:
  - Pre and post development runoff calculations and storage volume, inflow and out flow calculations
  - A maintenance schedule with calculations that are signed and sealed by the design professional
- For outlets, provide calculations for dispersion devices ☐
- For inlets on public streets, provide stormwater spread calculations ☐

## WATER LINE EXTENSION PLAN REQUIREMENTS

*PLAN APPROVAL REQUIREMENTS APPLICABLE FOR ALL TYPE OF DEVELOPMENTS, INCLUDING WATER EXTENSIONS FOR FIRE PROTECTION SERVICE*

- Titleblock (See Pre-Application Form for Standard Format) ☐

**Water Line Extension plans must include a “Development Data Block” containing the following information:**

- Name of Property Owner (s) ☐
- Name, Address, and Phone Number of Contact Person ☐
- Name, Address, and Phone Number of Design Professional ☐
- Seal and Signature of Design Professional ☐
- PIN Number(s) of Property Being Developed ☐
- Size of Property in Acres ☐

**The Water Extension Plan must include the following:**

- North arrow ☐
- Graphic scale: Between 1 inch = 10 ft. and 1 inch = 50 ft  
(Submit multiple plan sheets with match lines if applicable) ☐
- Applicable legend(s) ☐
- Show all existing property boundaries with dimensions (Show Entire Property) ☐
- Show PIN numbers and owner’s names for all adjacent properties ☐
- Depict existing neighboring streets, including road name(s), SR number(s) and roadway ROW width(s)  
and whether they are public or privately maintained ☐
- Depict **all existing** utilities, including water, sewer, drainage, gas, power, cable, telephone ☐
- Show proposed lot numbers and property lines for all new parcels ☐
- Show **existing** and **proposed** topographical contours (5 ft. increments max.) ☐
- Note any **existing** and **proposed** encroachments into setbacks and public rights-of-way ☐
- Show **existing** and **proposed** access points, including streets, driveways, sidewalks, and bike paths ☐
- Note whether proposed roadways will be private or public streets ☐
- Show **existing** and **proposed** easements; label and dimension ☐
- Show and dimension all proposed rights-of-way ☐
- Show and indicate locations of nearest **existing** and **proposed** fire hydrants, and note whether  
they are public or privately owned ☐
- Depict and label all **proposed** water lines, fittings, and appurtenances, including all  
valves, fire hydrants, are release valves, water meters, backflow devices, pits, etc. ☐
- Depict **all proposed** utilities, including sewer, drainage, gas, power, cable, telephone  
(if location of other underground utilities is not final, include a typical road cross-section showing the location of each) ☐
- Show all proposed street trees ☐
- Provide profile views for each plan sheet depicting all perpendicular utility crossings, existing  
grade, finished grade, creek crossings, etc. ☐
- Include all pertinent and applicable notes ☐
- Provide site and grading plan for booster pumping stations and water storage tank sites, including: ☐
  - Building/site/piping layout
  - Pump/tank type, manufacturer information, rating, capacity and elevation information
  - SCADA and electrical services with appropriate details
  - Roadway access, width, grade and surface type
  - Security fencing
  - Electric power service and auxiliary power generator location
  - Parking area
  - Area to be deeded to the City of Asheville
- Provide detail sheet(s) with pertinent and applicable standard details ☐
- Provide a master plan sheet for large scope projects to be developed in phases ☐
- Show proposed phases and note proposed development timing (if applicable) ☐

In addition to the plans, the engineer of record must also submit one (1) original of the *Application for Approval of Engineering Plans and Specifications for Water Supply Systems* and the *Addendum to Engineer’s Report* with supporting pressure calculations.

## HILLSIDE AREA PLAN SUBMITTAL REQUIREMENTS

Refer to Section 7-12-4 of the Unified Development Ordinance for specific requirements.

---

<u>Hillside Area:</u>	Property that has an average slope of its natural terrain of 15 percent or greater <b>and</b> has an elevation of 2,220 feet above mean sea level or greater
<u>Grading:</u>	Shall mean the manipulation of the ground forms including but not limited to, cutting of trees with excavation of stumps or any other earth-disturbing activities (excluding installation of utilities in an area with a topographic change of not more than five percent where the area disturbed is not wider than 18 inches (including ditch spill areas) and the creation of stormwater drainage and erosion control ditches except when the ditch is located in an existing natural drainage channel and the only improvement is the lining of the channel with rock)

---

- **Titleblock** (See Pre-Application Form for Standard Format) ☐

The Hillside Area Site Plan must include a "Development Data Block" containing the following information:

- Name of project ☐
- Project address ☐
- Name of property owner(s) ☐
- Name, address, and phone number of contact person ☐
- PIN number(s) of property being developed ☐

The Hillside Area Site Plan must include the following information:

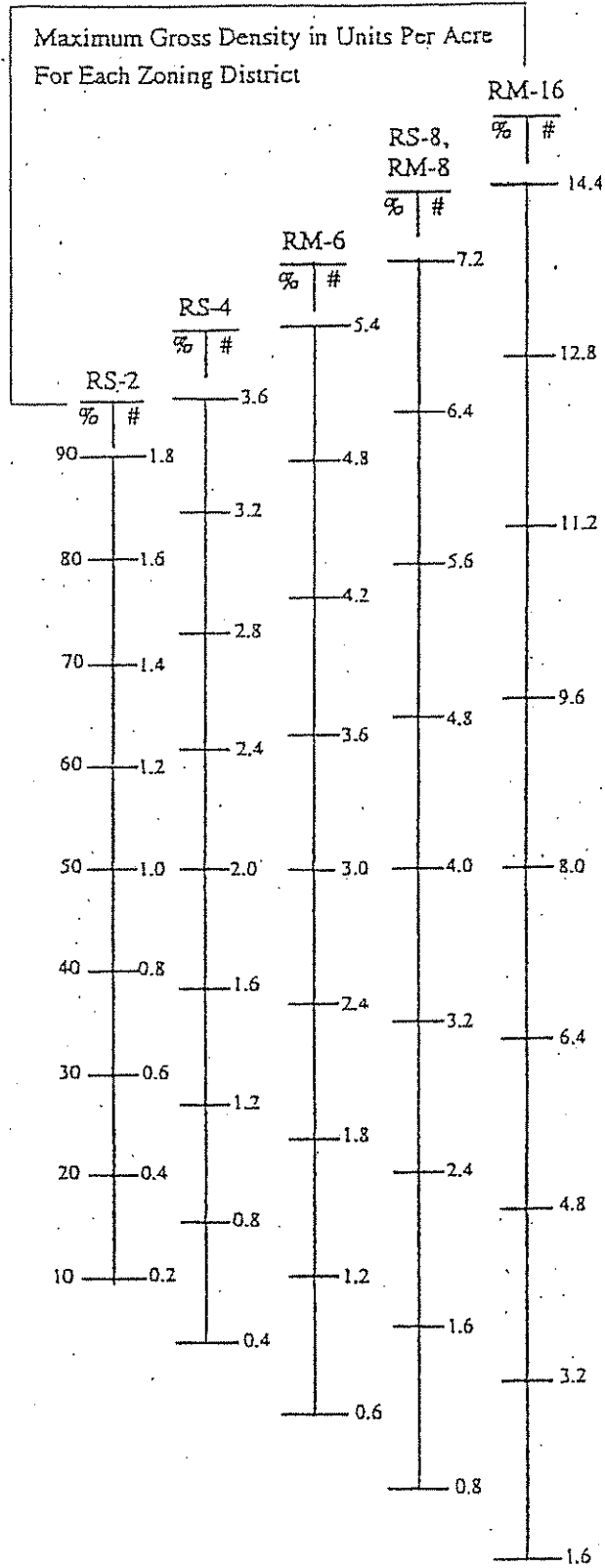
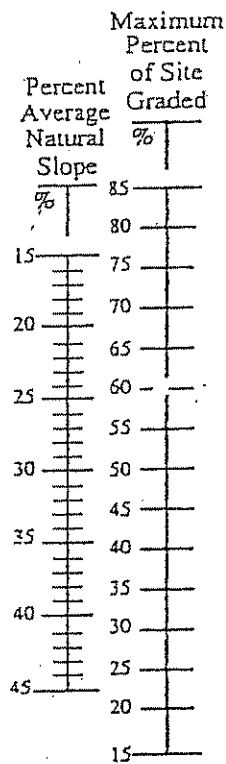
- North arrow ☐
- Vicinity map ☐
- Graphic scale: between 1 inch = 10 ft. and 1 inch = 50 ft. ☐
- Zoning district ☐
- Size of property in acres ☐
- Show the entire property boundary and provide acreage of parcel ☐
- Provide contour scale and interval of map to be five feet or less ☐
- Clearly delineate existing and proposed contours ☐
- Clearly define and illustrate all area(s) of grading (see definition above ) and show limits of disturbance ☐
- Show all proposed roads, driveway's and all other areas of land disturbance ☐
- Provide the Average Natural Slope calculations (show details of how calculation was determined - refer to Section 7-12-4(c) of the UDO) ☐
- Provide a copy of the grading and density graph used to determine the maximum percent of site grading allowance and the maximum gross density permitted (see reverse side) ☐
- Provide a calculation for the disturbed area within the road right-of-way ☐
- Label and dimension any tree save and/or preservation areas ☐

### Major Subdivisions

- In addition to the information noted above, indicate the total disturbed area per lot (The "disturbed area per lot" is to be included in the maximum grading allowance permitted for the entire development.) ☐

# Hillsides Grading and Density Graph

Hinge  
+





## UTILITY PLAN SUBMITTAL REQUIREMENTS

- Titleblock (See Pre-Application Form for Standard Format) ☐

### The Utility Plan must include a "Development Data Block" containing the following information:

- Name of project ☐
- Project address ☐
- Name of property owner(s) ☐
- Name, address, and phone number of contact person ☐
- PIN number(s) of property being developed ☐

### The Utility Plan must include the following information:

- North arrow ☐
- Vicinity map ☐
- Graphic scale: between 1 inch = 10 ft. and 1 inch = 100 ft. ☐
- Zoning district ☐
- Size of property in acres ☐
- Show all property boundaries ☐
- Show all required building setbacks ☐
- Show all adjacent property owners, PINs, and zoning districts ☐
- Show all existing and proposed streets, easements, and right-of-ways ☐
- Show location of existing and proposed sidewalks ☐
- Show proposed locations of all storm water lines & catch basins ☐
- Show the location of street trees and any other landscaping located near utility lines or easements ☐

### Fire Department Requirements

- Provide the following building information: Number of buildings, number of units, base square footage, and height of buildings ☐
- Show all existing and proposed water lines, indicate the line use and its size (Note that post indicating valves are required in lieu of street valves on private fire-lines) ☐
- Show all existing and proposed fire hydrants, indicate if private or public ownership ☐
- Show the point of connection to the city main; location of the city vault, meter, and backflow locations ☐
- Show the location of all fire sprinkler system fire department connections (FDC) ☐
- Show all proposed structures (building footprints) and their location in relationship to existing and proposed waterlines and their appurtenances ☐

### MSD Requirements

- Show all existing and proposed sanitary sewer lines/manholes (specify size and type) with direction of flow and MSD manhole numbers. ☐
- Show all existing and proposed permanent structures (incl. trees) and their location in relation to existing and proposed sanitary sewer lines. ☐
- Show all existing streets, easements, and right-of-ways ☐
- Show proposed streets, easements, and right-of-ways ☐
- Show topography or finished floor elevations for proposed buildings with a service line to each lot with clean-out located at edge of permanent sewer easement or public right-of-way. ☐
- Include profile view of proposed sanitary sewer from connection point upstream to the end of proposed line with all utility crossings shown along with 100 year flood elevation. ☐
- Show all utility phasing lines with an anticipated timeline for phasing ☐

\*Not Needed for Submittal Until Ready for Final Plat Approval\*

**MAJOR SUBDIVISION FINAL PLAT SUBMITTAL REQUIREMENTS**

- Titleblock (See Pre-Application Form for Standard Format) ☐

**Final Subdivision Plats must include a "Development Data Block" including the following information:**

- Name and address of property owner(s) ☐
- Name, address, and phone number of contact person ☐
- Name of subdivision ☐
- Location of project/address ☐
- PIN numbers ☐
- Zoning district(s) ☐
- Size of property in acres (or square feet if less than one acre) ☐
- Deed reference for property ☐
- Surveyor's seal and signature ☐
- Surveyor's certificate stating plat was drawn from a survey ☐
- Owner's certification, with the additional note: "By signing this plat, the property owner acknowledges his/her responsibility to petition the City of Asheville for the acceptance of streets and sidewalks (as applicable) for public maintenance." ☐
- If infrastructure is bonded: provide a note referencing the Bond or Letter of Credit number and the approved preliminary plat project number (Staff will assist) ☐
- Note the number and location of street trees and other site plan information required per C.O.A. standards are noted on approved Preliminary Plat/Site Plan (give sheet number and date) ☐

**The Subdivision survey must include the following:**

- Vicinity map ☐
- Graphic scale: Between 1 inch = 10 ft. and 1 inch = 50 ft ☐
- North arrow ☐
- Identify and Label two or more control points ☐
- Lot lines with data on location and bearings of all boundaries and lines: linear measurements to 1/100 feet and angles measured to minutes (must be in compliance with N.C.G.S. 47-30) ☐
- Show numbered lots with acreage (square footage for lots with less than one acre) ☐
- Show required setbacks; note and dimension any encroachments ☐
- Note and dimension any approved flexible development standards ☐
- Show zoning boundary, split zones and overlay zones, if applicable ☐
- Show location of neighboring streets with name ☐
- Provide flood classification and flood zone delineation ☐
- Note hillside classification, if applicable ☐
- Show all required open space and show open space calculations, if applicable. ☐
- Show adjoining property owners and property lines ☐
- Show all existing structures, if applicable ☐
- Show all waterbodies, drainage courses and culverts, if applicable ☐
- Show all existing railroads, bridges and associated rights-of-way ☐
- Show and dimension all other rights-of-way: note and dimension encroachments ☐
- Show all existing easements: note and dimension any encroachments ☐
- Show all streets and driveways (Note if any are not to be used) ☐
- Show all existing sidewalks, bike paths and greenways ☐
- Show all required crosswalks ☐
- Show all traffic control devices, both onsite and offsite (label as such) ☐

- Show and indicate locations of nearest existing and proposed fire hydrants, and note whether they are public or privately owned ☐
- Show required water lines, sewer lines, and other utilities along with their associated easements and/or rights-of-way. ☐
- Show all manholes ☐
- Show block lengths and widths ☐
- Show required street trees; provide street tree calculations and proposed tree species ☐
- Show required street lights; provide street light calculations ☐
- Note all features to be dedicated to the City of Asheville (i.e. street, easement, etc) ☐